

MADERA COUNTY
SENIOR BUILDING INSPECTOR

DEFINITION

Under direction, to lead, oversee, and participate in the building inspection functions within a designated area of the County; to ensure compliance with laws and building codes; to assist with building ordinance revision and development; to inspect buildings and structures for conformance with building codes and approved plans; to review building plans and specifications for proper design and code conformance; to approve building permits; to answer questions concerning code enforcement and structural requirements for the public, architects, and engineers; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Building Inspector class series. Incumbents perform the full range of the most difficult assignments involved in carrying out building inspection functions and programs. In addition, positions assigned to this class level provide work direction and training for less experienced staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Leads, plans, and reviews the work of staff responsible for providing building inspection functions within an assigned area of the County; oversees and participates in the enforcement of laws, codes, and ordinances dealing with standards for commercial, industrial, and residential structures; directs and performs plan checking functions; makes field inspections of building construction to ensure compliance with applicable codes, ordinances, regulations, building plans, and specifications; ensures that proper quality building materials are being used; identifies and ensures correction of defects in construction work including electrical, plumbing, mechanical, concrete, framework, masonry, lathing, plastering, and tile construction; calculates foundation, stress, square footage, and support requirements for plan checks; prepares lists of corrections for plans and specifications; issues notices of non-compliance; investigates complaints regarding code violations; authorizes electrical and gas service for all installations; provides consultation on building inspection and ordinance development; assists with budget development and expenditure control; assists with development and recommends changes in fee schedules; assumes responsibility for maintenance of building inspection records; coordinates building inspection functions with other County departments and government agencies; may represent the County at hearings on illegal construction; explains and interprets applicable codes and ordinances for contractors and the general public.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes, ordinances, and regulations related to building construction and structural requirements.
Types of building materials and variations in their quality.
Modern methods of building construction.
Building plans and specifications.
Acceptable health, safety, and fire standards in building construction.
Principles, methods, and techniques of building inspection.
Principles and methods of plan checking.
Principles of budget development and expenditure control.
Principles of lead supervision and training.

Skill to:

Operate a motor vehicle safely.

Ability to:

Assume responsibility for building inspection work within an assigned area of the County.
Interpret, apply, and explain the policies, procedures, laws, codes, ordinances, and regulations related to building, safety, and zoning.
Apply technical knowledge of building trades work.
Use sound inspection techniques to examine workmanship and materials, and to detect deviations from plans, specifications, and standard construction practices.
Read and interpret plans, diagrams, and specifications.
Review and check plans for proper design and conformance with codes and ordinances.
Make arithmetical calculations quickly and accurately.
Oversee the maintenance and upkeep of records.
Provide consultation and recommendations for ordinance development and revisions.
Explain building codes, ordinances, and permit requirements to contractors, developers, and the general public.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible work experience in building inspection, plan checking, and code enforcement.

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Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in construction technology or a related field.

License or Certificate:

Possession of ICBO certification is desirable.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995